



ASI Finance Committee Minutes

2014-2015:3 Friday, January 16, 2015 3:00PM - 5:00 PM, BSC, 2nd Floor, Perseus

I) Preliminaries

- A) Call to Order at 3:07pm
- B) Quorum Check:

- 1) Fayz Ashker, Treasurer, Chair

Voting Members:

- 2) Taylor Young, Senator Pro-Tempore, Vice Chair
- 3) James Cox, President – **Excused Tardy**
- 4) Louis Harfouche, Vice President
- 5) Melanie Young, Business Senator
- 6) Deena Wahba, MCC Senator – **Excused Tardy**
- 7) Chonlawan Khaothiemsang, Science Senator

Advisors:

- 8) Jami Grosser, ASI Advisor - **Designee: Thavery Lay Bounpraseuth**
- 9) Ivonne Cabezas, ASI Accounting Analyst

Liaison:

- 10) Andrea Cendejas, Attorney General

C) Approval of Minutes

- 1) Minutes from November 21, 2014 were approved as written by Fayz, as chair

D) Agenda Changes

- 1) There were no changes.

E) Introduction of Guests

- 1) Jonathan Fitzhugh, ASI Financial Services

F) Reports

- 1) There were no reports given.

G) Open Forum

- 1) There were no speakers for open forum.

II) Action Item

A) Nu Alpha Kappa - \$5,475 from NP&A

- 1) Louis moved to approve the recommendation of Nu Alpha Kappa to Senate for \$5,475 from NP&A, Taylor seconded

- 2) Fayz provided a review of the request and details about the event that Nu Alpha Kappa needed funding for
- 3) Per Andrea's question, Louis explained that any concerns about the safety of the activities at the event will go through Financial Services. It is at the discretion of Financial Services to decide which activities are risks and not to be funded with ASI money.
- 4) Melanie pointed out a typing error on the agenda – request is for \$5,475 not \$5,474
- 5) Chonlawan added that the event is open to everybody not just sororities/fraternities
- 6) Jonathan explained his understanding of how Financial Services will handle the concerns and procedures that come with activities, such as the jumper, that Nu Alpha Kappa wants at their event.
- 7) Deena asked for clarification on whether or not the jumper was included in the budget request. Fayz pointed out it was included in the quote at the back of the budget.
- 8) Louis gave clarification that even though the jumper is included in their budget request, if it is decided that they cannot use ASI funds for a jumper, they can still use that money for a different cost associated with the event.
- 9) Vote called, 6:0:0, motion passed

III) Discussion Item

- A) There were no discussion items.

IV) Information Item

- A) Mid-Year Budget Walkthrough
 - 1) Fayz explained that the purpose of him and Louis creating this document is to provide a guiding document that will make the budget request process smoother and more consistent.
 - 2) Louis went through the entire document and gave clarification on several different aspects, focusing on the process of actually filling out the budget request. Fayz also provided clarification on the document.
 - 3) Melanie recommended they make the document available as an Excel sheet online so that groups accessing the documents have a better understanding of where the numbers are coming from.
 - 4) Chonlawan pointed out that Revenue Line in #2 should read "Income Line"
 - 5) Andrea suggested there be a box chart made to make it easier for groups to understand. Louis explained that this is the practice of Financial Services and it isn't really effective in explaining how to fill out the budget request.
 - 6) James suggested there be more information and training sessions throughout the year
 - 7) Deena shared that at OSLCC, you must take a quiz at the end of the training sessions
 - 8) Fayz explained that this is a rough first draft and the document is still evolving so they will continue working on filling in any gaps in information and making sure it will be clear to anyone who uses the document while filling out their budget requests.
 - 9) Andrea pointed out that they don't ask if the event has been put on before in the questionnaire

V) Adjournment

- A) Meeting was adjourned at 3:35pm
- B) Next Finance Committee Meeting: January 30, 2015